

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0770

FLSA: Exempt

CLASSIFICATION TITLE: TRAFFIC OPERATIONS ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with overseeing the daily operational phases of the traffic control program.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans and coordinates transportation and traffic engineering field studies for the city.

Oversees preparation of traffic control plans for construction, maintenance and utility operations and for special events.

Prepares detailed cost estimates for traffic control devices.

Prepares specifications for traffic engineering materials and equipment.

Prepares job orders and plans for installation of various traffic control devices.

Discusses traffic problems with citizens, news media, and other individuals, in the office, by telephone, and in the field.

Coordinates traffic engineering activities with those of other departments, contractors, outside agencies, or others as needed.

Operates TMS management system.

Maintains records of department activities.

Assists in developing division budget.

Compiles data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares or completes various forms, reports, correspondence, job orders, traffic problem reports, traffic program reports, cost estimates, specifications, displays, annual reports, designs, or other documents.

Receives various forms, reports, correspondence, traffic problem reports, accident reports, studies, news articles, specifications, construction plans, maps, codes, ordinances, policies, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, presentation, database, traffic control, e-mail, Internet, or other software programs.

Utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, city council, employees, other departments, engineers, contractors, architects, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Compiles data and conducts studies involving parking, speed, volumes, or hazardous conditions, such as traffic counts and parking studies.

Approves construction permits.

Copies and distributes drawings, forms, reports, correspondence, and other related materials.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Traffic Engineering, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving traffic engineering; or any equivalent combination of education, training,

and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Engineer-In-Training Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.